

# MINUTES

Regular Meeting

BOARD OF TRUSTEES

Vernon College

May 8, 2024

The Board of Trustees of Vernon College met on Wednesday, May 8, 2024 at 11:30 p.m. in the *Board Room* of the *Osborne Administration Building*, Vernon, Texas with the following present: Mrs. Ann Wilson – Vice Chairman, and Mrs. Betsy Smith – Secretary. Other board members in attendance were Mr. Daryl Wolf, Mrs. Jamie Chapman, Mr. James Brock and Mrs. Meg Heatly. Absent was Mr. Bob Ferguson – Chairman

Others present were Dr. Dusty Johnston, President; Mrs. Shana Drury, Vice President of Instructional Services; Dr. Criquett Chapman, Vice President of Student Services; Mrs. Mindi Flynn, Vice President of Administration; Ms. Michelle A. Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation; Dr. Brad Beauchamp, Director of Institutional Assessment, Planning, and Effectiveness/SACSCOC Liaison; Mrs. Bettye Hutchins, Dean of Instructional Services; Mrs. Kristin Harris, Dean of Student Services; Mrs. Jackie Polk, Director of Human Resources; Ms. Colleen Moore, Director of Enrollment Management/Registrar; Mrs. Holly Scheller, Coordinator of Marketing and Community Relations; Mrs. Kelly Miller, Student Success Pathway Director; Ms. Kelli Lehman, Student Success Specialist; Mr. Kevin Holland, Director of Campus Police; and Ms. Mary King, Administrative Secretary to the President.

Mrs. Wilson, Vice Chairman called the meeting to order at 11:30 a.m.

## Consent Agenda

Mrs. Smith made the motion, seconded by Mrs. Chapman, to approve the Consent Agenda containing the *Minutes of the April 10, 2024 Regular Board Meeting* and the *President's Monthly Travel Expense Report*. The motion carried unanimously.

Public Comment – No one present for public comment.

## Item A – Qualify Newly Elected Board Members

Newly elected board members Ann Wilson, Place #5 and Daryl Wolf, Place # 7 completed the *Statement of Officer* form. Sworn in by Board Secretary Betsy Smith, they took the *Oath of Office*, and were issued a *Certificate of Election*. The third newly elected board member, Mr. Bob Ferguson was absent, he will be sworn in at the next regular board meeting. All three were unopposed candidates for the purposes of the May 4, 2024 Election pursuant to the Order of Cancellation approved and issued on March 13, 2024 by the Board of Trustees.

## Action Item B

Mrs. Heatly made the motion, seconded by Mr. Brock to accept the *Recommendations of the Nominating Committee* for the slate of board officers to serve 2024 to 2026. The nominating committee appointed by Chairman Bob Ferguson, consisting of Mr. Brock, Mrs. Chapman and Mrs. Heatly. The recommendations presented by Mrs. Heatly were Mr. Bob Ferguson as Chairman, Mrs. Ann Wilson as Vice Chairman, and Mrs. Betsy Smith as secretary. The motion carried unanimously.

## Action Item C

Mrs. Flynn presented the *Financial and Investment Reports as of April 30, 2024*. Mr. Brock made the motion, seconded by Mrs. Smith, to approve the report as presented. The motion carried unanimously.

## Action Item D

Mrs. Smith made the motion, seconded by Mrs. Chapman, to approve that Vernon College is compliance with the *Senate Bill 17 and Texas Education Code 51.3525 for 2024*, as presented by Dr. Johnston. The motion carried unanimously.

## Action Item E

Mrs. Chapman made the motion, seconded by Mr. Brock, to approve *Vernon College Parenting Policy to Meet*

*New Requirements of HB 1361, SB 412, and SB 459* as presented by Dr. Johnston and Dr. Criquett Chapman. The motion carried unanimously.

#### Action Item F

Mrs. Smith made the motion, seconded by Mr. Wolf, to approve the *Continuing Education 2024 Summer and Kids College schedule* presented by Mrs. Hutchins including proposed tuition and fees, and to authorize the Dean of Instructional Services to set tuition and fees for any additional classes that may develop during the summer term, as presented. Mrs. Heatly abstained from voting, because her son is one of the instructors. The motion carried.

#### Action Item G

Dr. Johnston stated that not all updates for the *2024-2025 Vernon College General Catalog* were completed in time to add to today's meeting. This is a routine item for the board to review and approve. This action item will be added to the June's board meeting.

#### Action Item H

Mr. Brock made the motion, seconded by Mrs. Chapman, to approve the purchase and installation of a new digital sign at Century City Center by Core Displays in the amount of \$69,865 as presented by Dr. Johnston and Mrs. Flynn. The motion carried unanimously.

#### Action Item I

Mrs. Smith made the motion, seconded by Mrs. Chapman, to approve the sale of a parcel of land measuring 23,400 sq. ft. +/- adjacent to the west side of Braum's located at 4420 College Drive in Vernon, TX for \$75,000.00 and give Dr. Johnston the authority to complete the transaction with Rogers Abstract. The motion carried unanimously.

#### Action Item J

There were no Tax Resale Deeds held in Trust by the City of Vernon to approve.

#### President's Report/Board Discussion Items

##### Board input/discussion –

Dr. Johnston reminded the Board this is the time to publicly bring up any comments, questions, or discussion from board members to the President. Mr. Brock asked if the plan to tour the dorms was still planned after the June meeting and if any discussion was needed as to what changes might be addressed for the dorms. Dr. Johnston stated the tour will take place and upgrades for the bathrooms are beginning this summer which might take two or three summers to complete.

Vernon College Foundation meeting update – The Foundation held their Quarterly Meeting on April 18, 2024 in the Joe Chat Conference room at Century City Center. The Directors approved the following grants: a renewal grant to the New Beginnings Program, increasing the amount from \$10,000 to \$20,000 for 2024-2025; two grants to the Student Success Department -- \$6,000 for an In-Person Chaparral Orientation Pilot Program during Summer 2024 and \$24,510 for a First Generation Pilot Program. Mr. Eric Robb reviewed the investment account held at Stifel Nicolaus. Mr. Steve Brantley provided an Investment Committee Report. Dr. Johnston updated the Directors about College activities. Mrs. Minda Flynn presented the Financial Statements for the period September 1, 2023 – March 31, 2024. Ms. Michelle A. Alexander presented the Philanthropic Report for the period September 1, 2023 – March 31, 2024.

Dr. Johnston presented the 2023-2024 Athletic Scholarship Award report. It is provided annually to the Board to see what is budgeted.

Dr. Beauchamp presented the Key Performance Indicators of Accountability dashboards as the Student Success Data Fact for this month. He pointed out that these dashboards are live on the Website and showed where to locate and open them to view all the information available. Dr. Johnston commented a lot of work went into this. It will be a good thing to have for the upcoming SACSCOC 10-year report.

Mrs. Kelly Miller presented an update on the VC Food Pantry which began in April of this year. It is free for any VC student. Students order shelf stable items online and pick up in the Student Success Office either on the

Vernon campus or at Century City Center which also serves students at the Skills Training Center. Participants can receive one bag of food per month. This program is meant as a supplement to help students stretch their funds. The response has been good since the opening. Donations have been received from faculty, staff and students. Catholic Charities provided brochures about other community resources available in the community.

Student Highlight – Ms. Kelli Lehman presented Oliviah Anthony from Crowley, Texas as the Student Highlight of the month. Oliviah came to Vernon College to play softball. Ms. Anthony suffered an injury shortly after arriving and was unable to participate as a team member. She left the team after the semester ended and became the athletic trainer. She is working on her Associate of Science in General Studies with Vernon College. She has been accepted to OSU for her Bachelor of Science in Applied Exercise Science as a Legacy Scholarship winner and a member of the and Honors College. During her time at Vernon College, she worked 20-30 hours a week while taking 19 credit hours, was named the 2024 Student of the Year at Vernon Campus, and recently met her biological father, siblings and new extended family members for the first time. Oliviah is a highly creative and intelligent student and her career plans are to pursue a career as an athletic trainer for a major sports team.

2024-2025 Budget Update – Draft 2 – Dr. Johnston presented Draft 2 of the 2024-2025 Budget. It is still unbalanced.

The President noted that he and Mrs. Flynn are working hard to accurately record estimated revenue. However, it will be late May before the College knows about funding from the State. The new funding model requires that accomplishment and performance metrics, on a rolling three-year average or the past 12 months enrollment period whichever works best for the institution, drive funding. On the expense side, the annual electric bills, based on a new rate contract, will increase to over \$100,000. This is already built into the budget. It is anticipated that health insurance will increase by 6 or 7%. The budget is built on the No New Tax Rate. Drafts 1 and 2 have the 3% employee increase in it. Draft 3 will be a little closer to balancing and Draft 4 will be discussed at the July retreat.

TASB 47 will be sent out for the Board’s review and it will be discussed at a later meeting.

Dr. Johnston presented the Upcoming College Events:

- (1) Commencement – Thursday, May 9 - 6:00 pm – Kay Yeager Coliseum, Wichita Falls
  - 4:30 p.m. Graduate Check-in – all students
  - 5:30 p.m. Board members, faculty, staff, and students prepare for entrance
  - 6:00 p.m. Graduation – All students
- (2) ADN Pinning – Friday, May 10, 2024 – 10:30 am – Wilbarger Auditorium
- (3) CE Completion Ceremony—Thursday, June 6, 2024—6:00 pm—MPEC—Wichita Falls
- (4) Board of Trustees meeting—Wednesday, June 12, 2024—11:30 am—Vernon Campus
- (5) Law Enforcement Academy Badging Ceremony—Thursday, June 13, 2024—6:00 pm—MPEC—Wichita Falls

Dr. Johnston reminded the Board of the July Board Retreat/Monthly meeting agenda set for July 10, 2024 at Skills Training Center in the Multi-purpose room in Wichita Falls from 9:00 am to 12 noon including a tour followed by a regular meeting at 1:00 pm for any action items.

Dr. Johnston presented the Philanthropic Report/Outside Grants Report. There were no minutes from Faculty Senate Organization.

Personnel – Mr. Brock made the motion, seconded by Mrs. Chapman, to approve the following personnel changes as detailed on Item 6 Personnel information sheet and recommended by the President. The motion carried unanimously.

A. Employment

1. Kevin Cisneros, Classified II, Administrative Assistant, LVN, effective 5/1/2024
2. Carlee Potter, Assistant Rodeo Coach, Vernon Campus, effective August 1, 2024
3. Kadence Looper, Assistant Volleyball Coach, Vernon Campus, effective August 1, 2024
4. Rebecca Hill, A D N Instructor, Century City Center, effective August 1, 2024

B. Resignation

1. Christy Beauchamp, Classified III, Administrative Assistant, Business office, effective April 29,

2024

2. Bruce Zotz, A D N Instructor, effective May 31, 2024
3. Dr. Marissa Rolerson, Sociology Instructor – Century City Campus, effective August 30, 2024

C. Retirement

1. Renee Ritchie, Classified II, Administrative Assistant, Student Success – Century City Campus, effective August 30, 2024
2. Stephen Stafford, Librarian – Century City Center, effective August 30, 2024
3. Don Bruns, Music Instructor – Vernon Campus – effective August 30, 2024

D. Consider Reappointment

1. Coaches/Assistant Coaches for 2024-2025

Closed Session: Mrs. Smith made the motion, seconded by Mrs. Heatly, to go into closed session at 12:45 p.m. in accordance with the Texas Open Meetings Act, Texas Government Code, Subchapter 551.074, to discuss personnel or other items under this section of the Texas Government Code, Texas Open Meetings Act. The motion carried unanimously.

No Action

Open Session: Mrs. Chapman made the motion, seconded by Mr. Brock, to reconvene at 1:00 p.m. in open session. The motion carried unanimously.

There being no further business Mrs. Heatly made the motion, seconded by Mrs. Chapman to adjourn the meeting at 1:01 p.m.



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Mrs. Ann Wilson, Vice Chairman



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Mrs. Betsy Smith, Secretary